

**JOINT STATEMENT BETWEEN ROYAL MAIL AND THE CWU
REAFFIRMING OUR COMMITMENT TO AGREED TRIAL AND DEPLOYMENT PROCESSES AND
PRINCIPLES IN MAIL CENTRES AND RDC'S**

Royal Mail (RM) and the Communication Workers Union (CWU) are working together in developing key business policies, mutual interest solutions and a new culture, which is at the core of the commitments contained in our national agreements, including the Guiding Principles of Employment Security and Mutual Interest Approach to Future Challenges and Opportunities.

Trial Activity

In relation to trial activity the following commitment is given Section 16.2 Processing (Mail Centres & RDCs) of the aforementioned agreement:

Building on the robust processes established through the Trial Coordination Working Group, Royal Mail and the CWU will continue to support and trial and where agreed deploy new initiatives, method improvements and new equipment supported by appropriate Terms of Reference. The timely progression of these initiatives will continue to be supported by the Trials Joint Working Group. Both parties also commit to a review of the status of recent and current agreed trial activity with the Processing and Logistics (RDC) functions to ensure that they progress towards agreed milestones and that the next steps are supported and addressed through governance at the Joint National Processing & Logistics Group Meetings.

The joint processes and principles adopted in relation the Trial Coordination Working Group have already proved, when correctly applied, to be extremely beneficial to both parties. Over recent months however we have become aware of instances where trial activity has been agreed and in some cases commenced locally, which is out with our agreed procedures in respect of trial activity.

Both parties are keen to encourage innovation and will always welcome ideas that may provide the potential to improve operational capabilities and/or benefit employees and as such our joint commitment to the Trial Coordination Working Group process is reaffirmed.

For the avoidance of any confusion however where the progression of trial activity has been jointly agreed this will always be supported with a National Terms of Reference, which will be communicated to the relevant manager/s and CWU IR representative/s.

In order to meet our national commitments it is important that we now establish exactly what trial activity is taking place across our Mail Centre and RDC networks and whether or not it is supported by a National TOR. You are therefore requested as quickly as possible to notify the Trial Coordination Working Group leads with details of any trial activity that is taking place at your site:

**RM: Kevin Thompson Process Excellence & CI Director, email: kevin.thompson@royalmail.com
CWU: Joe Malone, PE Member, email: jmalone@cwu.org**

Should managers or representatives require any clarification in relation to trial activity or have any ideas or suggestions that you would like to be considered please contact the relevant leads provided above.

Deployment Activity

Following trial activity where equipment and/or methods are Nationally agreed for further deployment then a National Joint Statement will be concluded and communicated to managers and representatives.

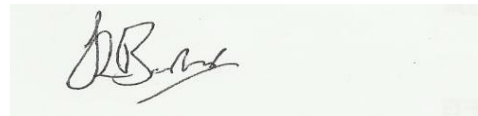
The Trial Coordination Working Group play a pivotal role in monitoring deployment activity relating to agreed equipment and methods and ensuring that the correct processes are followed. It has been jointly recognised that the absence of meaningful consultation at either National or local levels may ultimately lead to disagreements being registered and deployment activity being delayed.

It has therefore been agreed that to ensure the required local consultation has taken place in relation to agreed deployment activity, that the attached pro-forma should be jointly completed, signed off and kept on record locally with copies sent to the respective Joint Trial Coordination Group as detailed above.

We hope that the above provides you with clarity in relation to trial and deployment activity processes and that this will lead to a more joined up approach in relation to these issues going forward.

A handwritten signature in black ink, appearing to be 'D. Robertson', with a stylized, flowing script.

Davie Robertson
Assistant Secretary
CWU

A handwritten signature in black ink, appearing to be 'S. Barker', with a stylized, flowing script.

Simon Barker
UK Process Operations Director
Royal Mail

Date: 20th June 2018

EQUIPMENT DEPLOYMENT PROCESS PROFORMA

This form provides the process to be followed in relation to deployment of equipment in Mail Centres and RDC's.

This form must be completed and jointly signed off in all cases and copies forwarded to:

RM: Kevin Thompson Process Excellence & CI Director, email: kevin.thompson@royalmail.com

CWU: Joe Malone, PE Member, email: jmalone@cwu.org

PLANT NAME (Please Insert)	EQUIPMENT or METHOD TO BE DEPLOYED (Please Insert)

1. When deployment of equipment is scheduled to take place in Mail Centres or RDC's a consultative meeting should be held at the relevant site. This meeting will include as a minimum the following participants and be fully minuted:

Royal Mail

Plant Manager or nominated representative
Plant Engineering Manager
Plant Manager
Improvement Manager
Production Control Manager

CWU

Area Processing Representative (Mail Centre)
Area Distribution Representative (RDC's)
Area H&S Representative
Plant Engineering Representatives
Shift Representatives (as required)

2. The following points should be included for discussion at the consultation meeting:

- a) Is the equipment under discussion supported by a deployment Joint Statement
- b) Date of expected arrival of equipment to the plant
- c) When the site survey is due to take place
- d) Where is the equipment to be sited
- e) Proposed deployment date
- f) Will there be a requirement to agree the temporary diversion of any work during installation
- g) What the deployed staffing levels will be on the equipment
- h) What traffic will be used and the expected volumes
- i) On what shifts/days will the equipment be utilised
- j) What time on each shift is it being proposed to utilise the equipment
- k) What training is required
- l) Any people's issues that need to be considered
- m) Any other issues that are considered pertinent to the deployment activity

It is confirmed that consultation in line with the above process has been concluded and the equipment deployment activity can commence:

Signed:

Signed:

Plant Manager

CWU Area Representative

Date:

Date: